

ORDER: 8700.1

APPENDIX: 3

BULLETIN TYPE: Flight Standards Handbook Bulletin for General Aviation (HBGA)

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BULLETIN TITLE: Procedures for Renewing a Flight Instructor Certificate on the Basis of Participation in the FAA's Pilot Proficiency Awards Program (WINGS)

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1. SUBJECT. The purpose for this bulletin is to establish an acceptable procedure for renewing flight instructor certificates on the basis of participation in the FAA's Pilot Proficiency Awards Program (WINGS) as a flight instructor.

2. BACKGROUND. In accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 61, section 61.197(a)(2)(ii), a holder of a current flight instructor certificate may renew his/her flight instructor certificate if that flight instructor is "... in a position involving the regular evaluation of pilots ...". Therefore, the FAA has determined that a holder of a current flight instructor certificate can renew his/her certificate by participating as a flight instructor in a phase of the FAA's WINGS Program (i.e., Phase I through XX proficiency awards). This bulletin documents the procedure for renewing a flight instructor certificate on that basis.

3. GUIDANCE. The following procedures apply to the holder of a current flight instructor certificate who participates as a flight instructor in a phase of the FAA's WINGS Program.

A. A holder of a current flight instructor certificate who serves as a flight instructor in the FAA's WINGS Program and gives flight training to qualify pilots for a Phase I through XX proficiency award may renew his/her CFI in accordance with the criteria in paragraph 3B.

B. Criteria for Renewal of a Current Flight Instructor Certificate. In order for a flight instructor to renew his/her flight instructor certificate by participating as a flight instructor in the FAA's WINGS Program, that flight instructor must:

- (1) Hold a flight instructor certificate that has not expired;
- (2) Have provided at least fifteen (15) hours of flight training (emphasis added, flight training) in a phase of the FAA's WINGS Program;

(3) Have provided flight training (emphasis added, flight training) in a phase of the FAA's WINGS Program to at least 5 pilots and signed the logbooks of those pilots;

(4) Be enrolled and actively participating in a phase of the FAA's WINGS Program, or have previously satisfactorily accomplished all of the phases of the program;

(5) Present a record to an authorized FAA Flight Standards Aviation Safety Inspector (ASI) showing that the flight instructor has met the requirements of the preceding subparagraphs (2), (3), and (4) within the preceding 24-calendar months before the month of application for renewal of his or her flight instructor certificate; and

(6) Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an authorized FAA Flight Standards ASI or Aviation Safety Technician (AST) for renewal of his or her flight instructor certificate.

C. Flight Standard District Office (FSDO) and ASI or AST Actions. Upon receipt of a FAA Form 8710-1 from a flight instructor who elects to renew his or her flight instructor on the basis of complying with paragraph 3B, the approving ASI or AST should complete the Inspector's Report section of FAA Form 8710-1.

(1) Complete the Location of Test (Facility, City, State) box.

(2) Under the Duration of Test box record the amount of training given, in the appropriate boxes (Ground, Simulator, and Flight).

(3) Mark the boxes Instructor and Flight underneath the Registration No.(s) box.

(4) Mark the Renewal box.

(5) Mark the appropriate boxes for duties and responsibilities below, Instructor Renewal Based on.

(6) Complete the boxes noted as Date, Inspector's Signature (print and sign name), Graduation Certificate No., and FAA District Office. The date the ASI/AST records in the box noted as Date of FAA Form 8710-1 should be the date the flight instructor met the requirements for renewal of his or her flight instructor certificate via the renewal procedures set forth in this bulletin. For example, a flight instructor completes the renewal requirements on September 7, 2000 after accomplishing at least 15 hours of flight training and signing the logbooks of at least 5 pilots who participated in a phase of the WINGS Program. The flight instructor arrives at the FSDO on September 20, 2000 with his or her completed FAA Form 8710-1 and has signed the application with a date of September 7, 2000. The ASI/AST should also sign his or her portion of FAA Form 8710-1 with that same September 7, 2000 date.

(7) Mark the Temporary Pilot Certificate (copy) and Superseded Pilot Certificate boxes in the section noted as Attachments.

(8) Also in the section noted as Attachments, mark the box, Airman's Identification (ID) and complete the remainder of the application with the appropriate identification information.

4. ACTION. The Airmen Certification Branch, AFS-760 shall notify their employee workforce about the contents of this bulletin. FSDO, ASI, AST, and Safety Program Managers who have duties and responsibilities of oversight of the FAA's WINGS Program will notify flight instructors about this bulletin to encourage participation in the WINGS Program.

5. INQUIRIES. This bulletin was developed by FAA's Aviation Safety Program Office, AFS-803, and the Certification Branch, AFS-840, 800 Independence Avenue SW., Washington, DC 20591. Any questions regarding this bulletin should be directed to Roger M. Baker, AFS-803, at (202) 267-3387 or John D. Lynch, AFS-840, at (202) 267-3844.

6. LOCATION. This bulletin expires upon subsequent incorporation into a change/revision of FAA Order 8700.1, General Aviation Operations Inspectors Handbook, volume 2, chapter 11, Conduct a Flight Instructor Initial/Reinstatement/Renewal Certification and Additional Category/Class Ratings.

/s/ Joseph D. Smith for  
Michael L. Henry  
Manager, General Aviation and Commercial Division